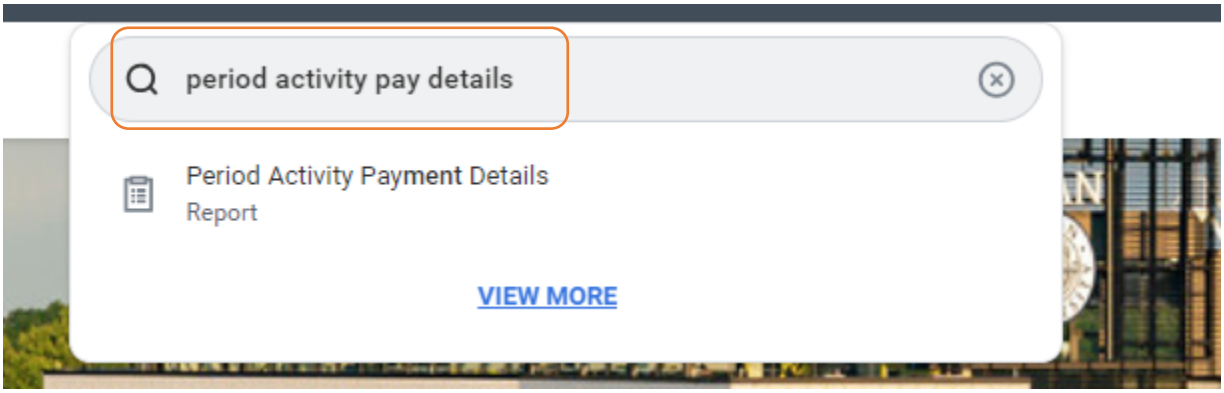
# How To View *Period Activity Pay* in Workday

To view *Period Activity Pay* for an *upcoming* semester, submit a request to *review the contract details*

1. Log in to Workday and search "**Period Activity Payment Details**" using the search bar
2. Select ***Period Activity Payment Details Report***



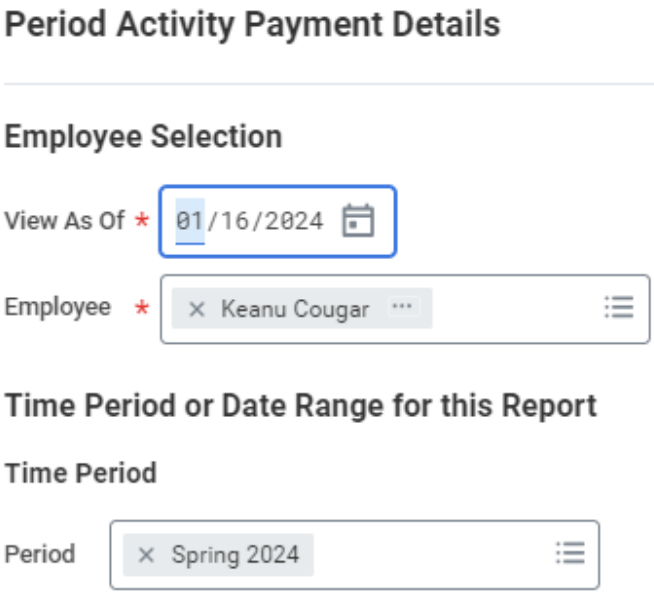

From the **Period Activity Payment Details** screen, enter the following information:

**View As Of date**: Start date/First day of the Semester you are interested in (consult the Kean Academic Calendar)

**Employee**: Enter your name by typing in it or select it from the drop-down list

**Time Period**: Select the Academic Period/Semester of interest

Note: If the *Time Period* you are interested in is not yet available in Workday, please follow up with your hiring manager



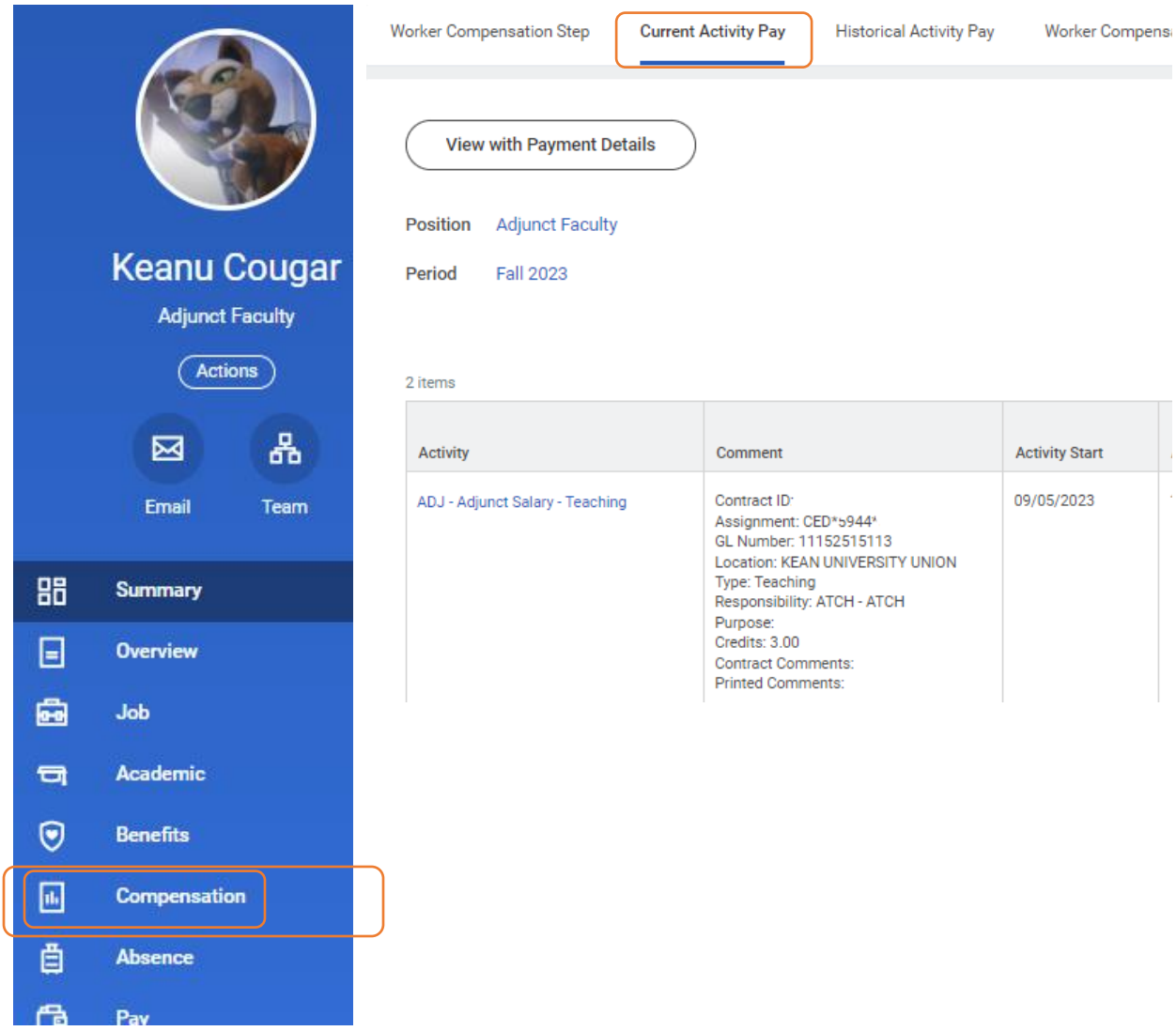

Once you have entered the required information, select "**OK**."



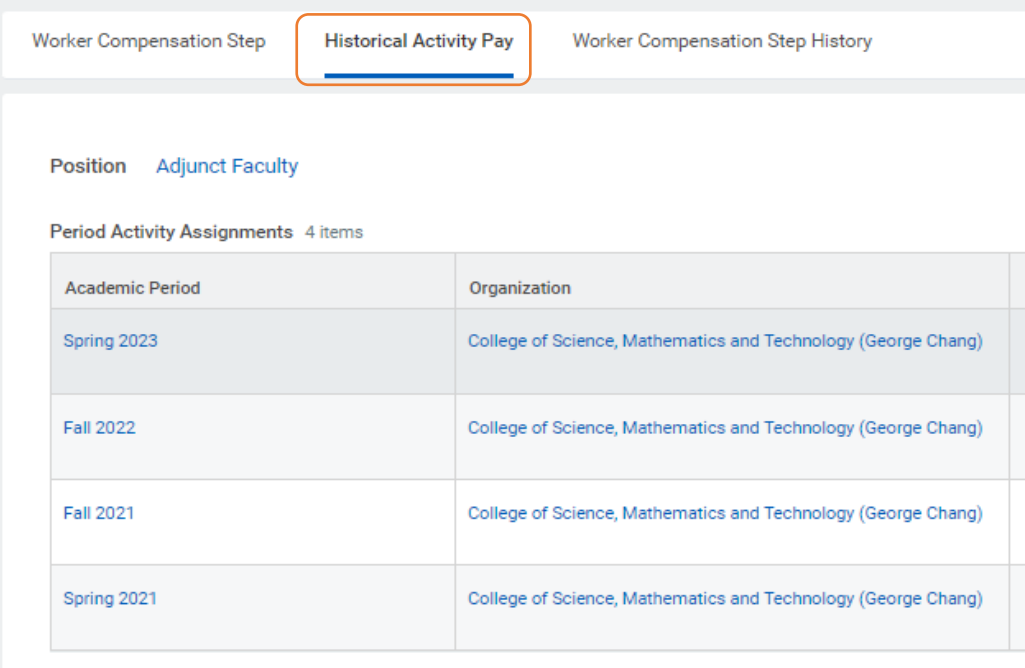

Note: The contract information will be preliminary until the first day of the semester/ "**Activity Start**" date



After the start of the semester, view Current Activity Pay in Workday via the ***Compensation tab***, within *employee profile*.



*Historical Period Activity Pay* can be reviewed via the **Historical Activity Pay** tab




Contact your hiring manager or College Dean's Office Representative for clarification on questions related to Activity Pay amounts and assignments

For payment information utilize Payslip in Workday. The *Viewing your Payslip* guide is linked here: https://www.kean.edu/offices/human-resources/keanworkday.

Direct *Workday* specific questions to workday@kean.edu